



## Assurance Statement Directions School Year 2006-2007

Once the online school accreditation reporting process has been completed, South Dakota law requires ALL school's chief administrator to sign a statement verifying compliance with the state's requirements for accreditation of the school system. This report should be submitted electronically to the Department of Education as soon as the school has complied with each of the bulleted items listed on the report, **but no later than October 13, 2006**. Please note that **timely submission of this document is critical to maintaining your accredited status and that once you sign off your personnel record form login is turned off**.

**STEP #1:** At this screen, you will see a one-page Assurance School Report customized for your particular school system (this example shows the Pierre School District 32-2). Run the following edit checks by clicking on each statement below. A check mark will indicate that data has been reported accurately. The program will not allow you to sign off until all the items have a check mark.

### Accreditation Assurance Statement Check List

If errors are detected, you will not be allowed to sign off. Please run the following edit checks by clicking on each statement below. A check mark will indicate that data has been reported accurately.

- ☒ Personnel record forms have been submitted for all appropriate staff. [Click Here]
- ☒ ALL appropriate "Other School Personnel" have been reported. [Click Here]
- ☒ ALL appropriate teacher vacancy data has been reported. [Click Here]
- ☒ All bus driver information is in compliance with ARSD 24:06:08 and SDCL 32-12A.
- ☒ Coursework meeting the high school graduation requirements has been established and conform to the requirements of ARSD 24:03:06:06.01. [Click Here]

Click on the statement to get a checkmark in the box. If the information you enter is incorrect, you will receive a red error message underneath the statement.

Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for. Be sure to save.

- ☒ Birth certificates are on file for all K-12 students.
- ☒ Immunization records are updated and on file for all students.
- ☒ Physical exams have been completed for all first-year staff.
- ☒ A school calendar has been submitted for all applicable attendance centers, and the on-line calendar will be updated on a regular basis to reflect actual instructional time.

You can print a rough draft of your assurance statement at any time.

Submit by: \_\_\_\_\_ Date Submit: \_\_\_\_\_

**STEP #2:** Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for and contact Jennifer Neuhauser at 773-4774 to discuss your options.

Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for. Be sure to save.

☒ Birth certificates are on file for all K-12 students.

☒ Immunization records are updated and on file for all students.

☒ Physical exams have been completed for all first-year staff.

☒ A school calendar has been submitted for all applicable attendance centers, and the on-line calendar will be updated on a regular basis to reflect actual instructional time.

Submit by: \_\_\_\_\_ Date Submit: \_\_\_\_\_

Checkmark the boxes if your district is in compliance. If for some reason you are missing a certain item then check the box and put a comment in the box below the statement.

Make sure to save changes when everything is completed.

**STEP #3:** Once the above online school accreditation reporting process has been completed, South Dakota law requires ALL school's chief administrators to sign a statement verifying compliance with the state's requirements for accreditation of the school system. The report CAN be signed and transmitted online at this time by clicking on the "Sign off" button.

**DOE**  
Anonymous

Actions  
Change District and Authority To Act  
District Bus Drivers  
Revoked Bus Driver L  
Cert/Cred  
CIP Program  
Correspondence  
District Information  
Authority to Act  
Add District/School Inf  
Add Bus Driver Inform  
Check Graduation Inf  
Contracted SPED Per  
Long Term Substitute  
Qualifications-Assign  
Personnel Record For  
Other School Person  
Paraprofessionals  
Teacher Vacancy  
Assurance Statement  
Individual Infor  
District Address  
Math/Science Assign

**Accreditation Assurance**  
If errors are detected, you will not be able to submit the report below. A check mark will indicate the item is in compliance and conform to the requirements of the state.

☒ ALL special education personnel employed, or contracted for, are qualified.

☒ In accordance with NCLB, the district has developed a school district plan.

☒ All error reports have been resolved.

☒ Total Calculated

Please Submit Assurance Statement Information:

Make sure ALL corrections are complete because once the assurance statement has been submitted, you will no longer have access to the personnel program!!

Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for.

☒ Birth certificates are on file for all K-12 students.

☒ Immunization records are updated and on file for all students.

☒ Physical exams have been completed for all first-year staff.

☒ A school calendar has been submitted for all applicable attendance centers, and the on-line calendar will be updated on a regular basis to reflect actual instructional time.

I declare and affirm under the penalties of perjury that the information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_

#2 Once the online school accreditation reporting process has been completed, South Dakota law requires ALL school's chief administrator to sign a statement verifying compliance with the state's requirements for accreditation of the school system.

#3 Click on "submit!!"

The program will then prompt you to "Print" a final copy of the assurance for your records. The signature and date will populate the report.